



Request for Proposals: Alternative Fuel Vehicles

Executive Summary

The State of New Hampshire Department of Environmental Services (DES) and the Granite State Clean Cities Coalition (GSCCC) are seeking proposals to expand the use of alternative fuels¹, alternative fuel vehicles (AFVs), and advanced technology vehicles in the State of New Hampshire. DES has approximately \$141,000 in funding available. Funding will be awarded on a competitive basis.

- **Applications must be received on or before 3:30 p.m. (EST) on April 25, 2012 for consideration in the first round of funding.**
- **All projects must be completed on or before December 15, 2012 and applicants must include supporting documentation in their application to demonstrate ability to meet this timeline.**

If all available funds are not expended on qualifying proposals received by April 25, 2012, DES will consider funding projects for which applications are received after that date. Qualifying proposals submitted in this open application period will be funded on a first come first served basis until all funds are expended.

Funds are available on a reimbursement basis only and are provided by the New Hampshire Department of Transportation (DOT) through the federal Congestion Mitigation and Air Quality Improvement (CMAQ) program and are subject to all requirements and limitations thereof.² A Review Committee comprised of staff from DES, DOT, and GSCCC Advisory Board members will review all applications for eligibility in accordance with the Federal Highway Administration (FHWA) and DOT guidance documents (see footnote 2 below). The Review Committee will score projects based on their responsiveness to project selection criteria specified in Section II of this Request for Proposals (RFP). Applicants selected to receive funding under this program will be required to enter into a Grant Agreement with DES that is subject to approval by the Governor and Executive Council. Such approval must be received prior to the recipient making financial commitments for vehicle purchases. ***No costs incurred prior to Governor and Council approval of a Grant Agreement between DES and the Applicant will be reimbursed.***

¹ Alternative fuels, for the purposes of this Request for Proposals include natural gas, propane, and electricity. Only dedicated AFVs are eligible for funding

² For more information visit:
www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/cmaq08gm.cfm and
www.fhwa.dot.gov/environment/air_quality/cmaq/policy_and_guidance/cmaq08gd.pdf.

Eligible projects are limited to the purchase of dedicated AFVs or eligible advanced technology vehicles. For purposes of this RFP eligible vehicles include dedicated electric, natural gas, or propane powered alternative fuel vehicles, and hybrid-electric vehicles >14,000 lbs gross vehicle weight rating. Applicant must provide documentation of available fuel infrastructure to refuel AFV. Flexible fuel vehicles able to operate on fuel blends up to 85% ethanol, or diesel vehicles intended for use with biodiesel blends are not eligible. Vehicles proposed for funding must operate primarily with the **ozone non-attainment areas in the State of New Hampshire**. This includes certain municipalities in Hillsborough, Merrimack, Strafford and Rockingham Counties. Please see Attachment 1 for complete listing.

The funding provided through this solicitation is intended to meet three primary goals:

1. Improve air quality through increased deployment of cleaner, advanced technology and AFVs;
2. Reduce petroleum use in the transportation sector; and
3. Stimulate additional investment in alternative fuel and advanced technology vehicles.

DES is seeking proposals for projects that maximize the benefits from available program dollars. Priority will be given to projects that:

- Result in the greatest reduction of ozone precursor air pollutants per program dollar;
- Offset the greatest amount of petroleum fuel through increased use of advanced technology and AFVs;
- Represent a planned approach to introduce alternative fuel and/or advanced technology vehicles into the applicant's fleet; and
- Provide for outreach and educational opportunities.

Project funding amount will be determined as the lesser of the following criteria:

1. 36% of the total project cost; and
2. 100% of the incremental cost of alternative fuel or advanced technology vehicles purchased; or
3. 36% of the total vehicle cost for vehicles purchased by public entities that provide a dominant transportation function. These types include transit buses, paratransit, freeway courtesy vans/tow trucks, incident management patrol vehicles, and others.

Please see Attachment 3 for example funding calculations.

Award recipients will report quarterly to DES for a period of one year, commencing the first day of vehicle deployment. Subsequent reporting will occur on an annual basis beginning at the end of the second year through the end of the fifth year of vehicle deployment. Selected Applicants will be required to enter into a Grant Agreement with DES and must provide documentation that all entities to receive funding under the project are registered with the Secretary of State to do business in the State of New Hampshire.

Grantees will also be required to provide documentation of adequate insurance coverage as described in Section VII, F. of this RFP.

All Grant Agreements are subject to approval by the Governor and Executive Council. No agreement for funding will be awarded without such approval. No expenses that precede the date of Governor and Executive Council approval of the Grant Agreement will be reimbursed.

All projects must be executed in the manner and location as stated in the project proposal unless otherwise agreed upon in the Grant Agreement.

Applicants are required to pay all up front costs and request reimbursement of approved expenses. Adequate documentation to support reimbursement requests, including invoices and documentation of full payment will be required. **All projects must be completed no later than December 15, 2012. Applicants must provide documentation in their project proposal that support claims that vehicle acquisitions will be complete prior to December 15, 2012.** For planning purposes applicants may assume Grant Agreement approval on or about July 1, 2012. DES will not be liable should approval of an agreement not occur by this date. Failure to execute the project in the agreed upon manner will result in the denial of requested reimbursement and/or required to repay awarded funds to the State.

Applicants must submit one original and five (5) copies of the proposal, each with a completed and signed **Proposal Checklist** (Attachment 2) attached to the front. The original must be clearly labeled and must contain an original signature. Please submit your proposal to:

Dolores Rebolledo
Grants Manager – Alternative Fuels Program
NH Department of Environmental Services
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095

Questions related to this RFP must be received in writing. DES will assist Applicants with technical questions and questions regarding project or match eligibility. Questions should not be relative to the scope or the competitiveness of the proposal. Questions shall be directed to **Dolores Rebolledo at dolores.rebolledo@des.nh.gov or 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095.**

This solicitation does not commit DES to award a Grant Agreement, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. DES reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety, the solicitation.

Request for Proposals: Alternative Fuel Vehicles

Granite State Clean Cities Coalition – Notice of Funding Opportunity

I. Introduction

The Granite State Clean Cities Coalition (GSCCC) is a public/private partnership coordinated and hosted by the New Hampshire Department of Environmental Services (DES), with over 100 stakeholders statewide. The goal of GSCCC is to promote our State's energy security and improve air quality through technological options and fuel choices that reduce the use of petroleum within the transportation sector. This solicitation will achieve this by supporting the deployment of alternative fuel and advanced technology vehicles.

This solicitation does not commit DES to award a Grant Agreement, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. DES reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation.

II. Funding Availability

DES has approximately \$141,000 in funding available. Funding will be awarded on a competitive basis. The amount of funding awarded to a project will be determined as the lesser of the following criteria:

- 36% of the total project cost; and
- 100% of the incremental cost of alternative fuel or advanced technology vehicles purchased; or
- 36% of the total vehicle cost for vehicles purchased by public entities that provide a dominant transportation function. These types include transit buses, paratransit, freeway courtesy vans/tow trucks, incident management patrol vehicles, and others.

Please see example funding calculations in Attachment 3.

Incremental cost is defined as the difference in cost between an alternative fuel or advanced technology vehicle and the cost of the same or functionally similar model powered by conventional fuels and/or technology.

Funds are provided by the New Hampshire Department of Transportation through the federal Congestion Mitigation and Air Quality Improvement (CMAQ) program administered by the Federal Highway Administration.

III. Cost Share Requirements

Grant recipients must provide project match of at least 64% of the total project cost utilizing non-federal funds. All Applicants shall provide a detailed accounting of all project costs including the source of all project funds and the material acquisitions or project tasks that will count toward the match. This cost share can include monetary and approved non-monetary contributions but must be detailed clearly in the proposal.

Examples of Applicants project contribution:

- Cash;
- Engineering;
- Labor, shipping;

Proposals that use personnel costs as a portion of the cost share contribution should include each employee's title and hourly rate of pay as well as justification or verification for the rate of pay proposed.

More details on cost share are provided in Section VI, "*Proposal Requirements*, E, Required Sections of Proposal: Part 3- Cost Analysis."

IV. Eligible Applicants and Projects

Eligible Applicants

Applicants may be any private sector company, non-profit organization, municipality, or state agency operating vehicles in New Hampshire's ozone non-attainment area. This includes certain municipalities in Hillsborough, Merrimack, Strafford and Rockingham Counties. Please see Attachment 1 for complete listing. Non-profit and private sector applicants must be registered with the New Hampshire Secretary of State to do business in the State of New Hampshire (www.sos.nh.gov/corporate/index.html) and shall provide a Certificate of Existence or Good Standing, and a Certificate of Insurance within 30 days of initial notification by DES of their intention to enter into a Grant Agreement with the Applicant.

Stakeholders of the GSCCC are encouraged to apply for this funding, but are not guaranteed funding on the sole basis that they are stakeholders. Applicants who are not GSCCC stakeholders will be required to become stakeholders as a condition of funding by signing a non-binding Memorandum of Understanding (MOU) that pledges support for the State's goal of reducing petroleum consumption and improving air quality. A copy of the MOU and Stakeholder Signatory is available at www.granitestatecleancities.nh.gov/aboutus/index.htm or by contacting Dolores Rebollo, GSCCC Coordinator.

Applicants who are subject to the vehicle acquisition requirements under the Energy Policy Act of 1992 and 2005 (EPA Act) should refer to the list of ineligible projects.

Eligible Projects

Eligible projects are limited to purchase of dedicated AFVs or eligible advanced technology vehicles. For purposes of this RFP eligible AFVs include dedicated electric, natural gas, or propane powered vehicles. Qualifying hybrid-electric vehicles include medium and heavy duty (>14,000 lbs GVWR) hybrid vehicles. Hybrid drives may incorporate battery, pneumatic or hydraulic energy storage for motive or power take-off use and applicants should discuss how such features will result in reduced emissions.

Vehicles proposed for funding must operate primarily with the **ozone non-attainment areas in the State of New Hampshire**. This includes certain municipalities in Hillsborough, Merrimack, Strafford and Rockingham Counties. Please see Attachment 1 for complete listing.

Ineligible Projects

Projects that do not meet the stated program goals stated in Section I. *Introduction* are not eligible. In addition, the following specific projects are not eligible for funding:

- Projects by entities subject to the AFV requirements of EPAct, unless the project is for activities that surpass EPAct requirements. Applicants subject to EPAct will be required to demonstrate how EPAct requirements are met.
- Hybrid vehicles <8,500 lbs GVWR.
- Vehicles that can operate either on an alternative fuel or on conventional petroleum fuels, including dual fuel and flexible fuel vehicles.
- Fuel purchases.
- Infrastructure installation or improvement projects.
- Demonstration, research and development projects.
- Projects located outside the boundary of New Hampshire's ozone non-attainment area.

V. Project Selection Criteria

The project period will be from the date of approval of an Applicant's Grant Agreement by Governor and Executive Council to December 15, 2012. Acquisition of vehicles must be completed by this date. Funding will be awarded on a competitive basis. Selection criteria include:

- Ability of the applicant to complete the project on or before December 15, 2012;
- Air quality benefits;
- Reduction in petroleum use;
- Leveraging of non-federal funds; and

- Creation of partnerships likely to extend beyond the project period and enlist participation of additional partners in expanding the use of AFVs in New Hampshire.

Additional information on project selection criteria is included under Section VIII below.

VI. Proposal Requirements

Applicant must submit one original and five (5) copies of the proposal, each with a completed and signed **Proposal Checklist** (Attachment 2) attached to the front. The original must be clearly labeled and must contain an original signature of an individual authorized to act on the entity's behalf.

All proposals must include all the information listed on the Proposal Checklist. **Proposals lacking all required information will not be considered.** Proposals should be double checked to be certain they contain all required signatures, information and documentation.

Proprietary Information – DES cannot assure material submitted in response to this RFP will not be subject to Freedom of Information Act requests. Careful consideration should be given before confidential information is submitted to the DES as part of your proposal. If the Applicant wishes to have certain materials treated as proprietary and confidential trade secret information, such information should be clearly identified on each page at the time of submission. Should a Freedom of Information Act request be made to DES it will be the responsibility of the applicant to demonstrate the confidentiality of any and all material marked as confidential. Complete project proposals will be reviewed by all members of the selection committee which includes members who are not employees of the New Hampshire Department of Environmental Services. Therefore, DES cannot guarantee the confidentiality of any information submitted.

A. Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable representation of the project. Applicants should utilize double sided printing where possible. In order to ensure uniformity, Applicants are asked to prepare their proposals in the format and order listed below. Proposals must be submitted in two parts: a Technical Proposal and a Cost Proposal.

B. Packaging of Proposal

Proposals should be enclosed in a sealed envelope, plainly marked as "GRANITE STATE CLEAN CITIES COALITION - **Alternative Fuel Vehicles Funding Proposal.**" Faxed proposals will not be accepted.

C. Number of Proposal Copies

The Applicant should submit one original and five (5) copies of the proposal.

D. Submission of Proposals

Please submit your proposals to:

Dolores Rebolledo
Grant Manager – Alternative Fuels Program
NH Department of Environmental Services
29 Hazen Drive - PO Box 95
Concord, NH 03302-0095

Proposals will not be accepted at any other DES location other than the address specified above. First round deadline for proposals is April 25, 2012, 3:30 p.m.

E. Required Sections of Proposal

Part 1 - Cover Letter

The proposal must contain a cover letter that includes the name of the Applicant, the physical and mailing addresses, and the name, title, telephone number, email address, and mailing address of the person or persons authorized to represent the institution regarding all matters related to the proposal. The cover letter should provide a brief description of the project and a summary of anticipated project partners.

Statement of Qualification

The cover letter must contain the following statement:

“I have read the New Hampshire Department of Environmental Services (DES), as coordinating member of the Granite State Clean Cities Coalition (GSCCC), Request for Proposals for Alternative Fuel Vehicles and fully understand its intent. I certify that we have adequate personnel, equipment and facilities to fulfill the deliverable requirements of this proposal on or before December 15, 2012. I understand that our ability to meet the criteria and provide the required services shall be judged solely by DES and the GSCCC Advisory Board. I also certify that I have thoroughly examined the solicitation requirements and our proposed budget allows for all foreseeable expenses. I acknowledge and accept all terms and conditions included in the solicitation.”

Statement of Felony Indictment or Conviction

Applicants must disclose both in the cover letter and on Attachment 2, Proposal Checklist, any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When the Applicant includes an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of the DES after the award of a Grant Agreement, DES may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances.

Part 2 - Technical Proposal

Statement of Work

Describe the project, including number and type of vehicles, and how vehicles will be acquired (note that a competitive bid process or three quotes are required for all vehicle purchases). If an applicant intends to convert an existing or new vehicle to operate on alternative fuel, details on the conversion should be provided. The project description should include the full project, including those portions for which funding is not requested, but that will be used as cost share. Describe in detail how the proposed project will meet the requirements and objective of this RFP. List the tasks to be completed and include a monthly project schedule in a bar chart or milestone format indicating planned start and completion timeframes for each task relative to execution of the Grant Agreement. The timeline should not assume a specific date for Grant Agreement approval, but rather provide relative timeframes from that event. Define and indicate key milestones and deliverables in the schedule.

If an applicant is proposing the purchase of dedicated AFVs the proposal must include information regarding where the vehicles will be fueled. If the vehicles will be using a privately owned fueling station owned by an entity other than the applicant, the proposal must include a letter from the owner of the infrastructure indicating a willingness to fuel the applicant's vehicles.

Project Management

Identify the Project Directors and key participants in the project, describe their individual expertise, and explain how each will contribute to a successful partnership and completion of the project. List the tasks to be performed by the Project Manager and key participants. For major tasks indicate the number of hours each individual will spend on each task.

If the proposed project includes project partners or subcontractors the statement of work shall list all partners and subcontractors, describe any agreements, including financial, between said entities, and specify who is responsible for specific project components. DES must be provided copies of contractual agreements, a State of New Hampshire Certificate of Good Standing, and insurance riders for each project partner or subcontractor prior to grant approval.

Environmental Benefits

DES will calculate the air quality benefits of the proposed project based on data provided by the applicant. **Failure to provide all data listed below will result in the rejection of the application.**

1. Provide the following information for each new vehicle(s) to be purchased:
 - a. Vehicle:
 - i. Model year;
 - ii. Make; and

- iii. Model;
 - b. Vehicle engine:
 - i. Manufacturer;
 - ii. Model year; and
 - iii. Engine family;
 - c. Gross vehicle weight;
 - d. Fuel used (e.g., natural gas, propane, electricity);
 - e. Estimated annual vehicle mileage traveled by types of mileage (e.g., city, highway);
 - f. Estimated average annual days of operation;
 - g. Estimated average speed;
 - h. Anticipated annual vehicle miles traveled;
 - i. Estimated percentage of miles driven annually in the NH ozone non-attainment area; and
 - j. Estimated average length of time the vehicle is expected to idle.
- 2. If the proposed vehicle is replacing an existing vehicle provide the following information concerning the existing vehicle(s) that will be replaced by the purchase:
 - a. Vehicle:
 - i. Model year;
 - ii. Gross vehicle weight;
 - iii. Fuel used (e.g., gasoline, diesel);
 - b. Estimated annual vehicle mileage traveled by types of mileage (e.g., city, highway);
 - c. Estimated average annual days of operation;
 - d. Estimated average speed;
 - e. Anticipated annual vehicle miles traveled;
 - f. Estimated percentage of miles driven annually in the NH ozone non-attainment area; and
 - g. Estimated average length of time it is expected that the vehicle idles; and
- 3. If the proposed vehicle is a replacement vehicle, provide the year that the vehicle would have been replaced if no grant funds were available.
- 4. If the proposed vehicle is not replacing an existing vehicle provide the same information required in paragraph 1 above for the vehicle that would have been purchased if this grant were not available.

Economic Benefits

Discuss any economic benefits associated with this project either to the Applicant or to the wider community.

Long term maintenance of completed project

Describe how the vehicles associated with the project will be maintained and what agreements are in place to ensure adequate maintenance for the expected life of the vehicle.

Part 3 - Cost Analysis

Note: No costs incurred prior to Governor and Council approval of a Grant Agreement between DES and the Applicant will be reimbursed.

All Grantees will be reimbursed based on submission of invoices, required documentation, and documentation of vehicle deployment.

Project Costs

Applicants shall provide a detailed discussion of all direct and indirect costs of this project including cost share details. Presentation of this information in a table format provides for an easier review, but is not required. At a minimum the following must be provided:

- The cost of vehicle(s) to be purchased. Please provide copies of competitive bid results or quotes if available at time of application.
- Documentation of incremental cost as described in Section II, Funding Availability, above.
- The value of any engineering costs required for the project that will be used as cost share. Such documentation must include the title and hourly wage of the person doing the work, a detailed description of tasks to be performed, and an estimated number of hours to complete those tasks.
- The cost of equipment or labor ancillary to this proposal, but necessary for the successful completion of the proposed project (e.g. construction of fueling infrastructure).

Cost Share

Cost share contributions must total at least 64% of total project cost (funding + cost share), and may include any combination of the following:

1. The full cost of dedicated AFVs if vehicle purchases are made in addition to those funded by this award and are *not necessary to satisfy EPAAct requirements*.
2. The base cost of dedicated AFVs whose incremental cost or conversion cost is funded by this grant.
3. The value of services provided by Grantee and project partners, including:
 - i. Cash contribution;

- ii. Eligible engineering costs; or
- iii. Other forms of match approvable by the Federal Highway Administration.

Requested funds, cash, and in-kind contributions together must account for 100% of the cost of implementing the project. Cost share contributions can come from any source except Federal funds. Applicants should specify the source of funds for cost share documentation.

Include letters of support/commitment from all entities who will be contributing cost share. Describe how cost share contributions directly support the project to be funded.

VII. General Conditions

DES hereby notifies all Applicants that it will affirmatively insure that in any agreement entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award. In addition, DES has agreed to the following terms and conditions as part of receiving these funds, therefore all Grant Agreements executed between DES and selected Applicants shall be subject to the following:

A. The Grantee shall own and operate all vehicles funded under the Grant Agreement for a period not less than the industry standard of life for the specific purchase. In the event the Grantee cannot fulfill this requirement, a prorated payback amount may be calculated and due to DES.

B. The Grantee shall provide for the maintenance of the vehicle(s) supported under this program as called for by the vehicle manufacturer for a period not less than the industry standard for the life of the specific purchase. Should operational adjustments be necessary, the Grantee agrees that no changes will be made without prior approval of DES.

C. The Grantee agrees to maintain financial records pertinent to the development of the Project for up to five years beyond the completion of the Project, and to make the records available to DES upon request.

D. The Grantee shall comply with all Federal and State of New Hampshire laws and rules, regulations, and policies as applicable under the Federal-aid Highway Program for Federal Aid Construction Contracts. Required Federal contract provisions can be obtained through the New Hampshire Department of Transportation's Labor Compliance Office (271-6612) or Online at: www.nh.gov/dot/business/contractors.htm.

E. The Grantee shall submit invoices to DES for no more than eligible expenses for the performance of the work set forth in the Grant Agreement, subject to the maximum allowed indicated in section IV. "*Eligible Applicants and Projects: Eligible Projects*" no later than sixty (60) days after the expiration of the funding agreement. The invoice structure shall include details of work completed consistent with the Scope of Work as defined in the application and Grant Agreement, as well as all backup information and documentation DES deems necessary to support the charges. The Grantee shall certify that

the invoices properly represent payment for work that has been completed and paid for by the Grantee.

F. Notwithstanding the foregoing, nothing herein contained, shall be deemed to constitute a waiver of the sovereign immunity of the State of New Hampshire, or DES, which immunity is hereby reserved. This covenant shall survive the termination of the Grant Agreement. The Grantee and all its subcontractors, if any, shall provide certificates of insurance evidencing coverage in the following minimum amounts, as applicable, prior to beginning any work set forth in the Scope of Services:

1. Workers' compensation and employers' liability as required by law.
\$100,000 each accident
\$500,000 disease – policy limit
\$100,000 disease – each employee.
2. Commercial General Liability: Occurrence form, to include Contractual Liability, explosion, collapse, and underground coverage and naming the New Hampshire Department of Transportation as additional insured.
\$1,000,000 each occurrence bodily injury and property damage
\$2,000,000 general aggregate – include per Project aggregate endorsement
\$2,000,000 products/completed operations aggregate.
3. Commercial Umbrella Liability.
\$1,000,000 each occurrence
\$1,000,000 aggregate.
4. Comprehensive Automobile Liability covering all motor vehicles including owned, hired, borrowed and non-owned vehicles.
\$1,000,000 combined single limit for bodily injury and property damage
5. To the extent applicable or required, Professional Liability coverage covering negligent acts, errors and omissions arising out of professional services with a three-year extended reporting period for events that occurred but were not reported during the term of the policy.
\$1,000,000 per occurrence
\$2,000,000 aggregate.

The General Liability and Automobile policies shall name DES and the State of New Hampshire as additional insureds. Said policies shall also include a waiver of subrogation in favor of DES and the State of New Hampshire. No policy may be cancelled without first providing DES and the State of New Hampshire with at least a thirty (30) day advance written notice (except in circumstances involving the non-payment of a premium, in which case ten (10) days' notice shall be acceptable).

G. The Grantee shall defend, indemnify, and hold the State harmless for any claim arising from or related to the grant agreement. The "State" includes all State entities including, but not limited to DES and the DOT.

H. Non-Discrimination:

1. The Grantee agrees it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d—2000d-4 (referred to as the ACT), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, US Department of Transportation, Subtitle A, Office of the Secretary, Part 21, “Nondiscrimination in Federally-Assisted Programs of The Department of Transportation –Effectuation of Title VI of the Civil Rights Act of 1964” (referred to as the “REGULATIONS”), the Federal-aid Highway Act of 1973, and other pertinent directives, to the end that no person shall on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance extended by the State of New Hampshire. This AGREEMENT obligates the Grantee for the period during which Federal financial assistance is extended.
2. The Grantee will give assurance that they will promptly take any measures necessary to effectuate the Grant Agreement, including but not limited to the following specific assurances:
 - a. That each “program” and each “facility” will be conducted or operated in compliance with all requirements of the REGULATIONS.
 - b. Grantees and their contractors or subcontractors shall not discriminate on the basis of race, color, national origin, sex, age, or disability in the performance of the Grant Agreement. All applicable requirements of 49 CFR Part 26 shall be ensured. Failure by the contractor to carry out these requirements will be considered a material breach of the Grant Agreement, which may result in the termination of the Grant Agreement or such other remedy, as the recipient deems appropriate.

- I. If there is a default of any nature to the Grant Agreement, the Grantee shall be required to reimburse the State of New Hampshire for all funds expended under this Project.

VIII. Selection Process

Project proposals will be reviewed by DOT, and evaluated by the Review Committee which consists of the GSCCC Advisory Board members and technical staff of DES, the New Hampshire Office of Energy and Planning, and outside experts. The panel will determine whether a proposal meets the minimum requirements as set forth in this RFP. Incomplete proposals or proposals that do not meet the minimum requirements will not be considered for funding. Reasons for removing the proposal from consideration for funding shall be provided to the Applicant in writing.

To be considered for an award, each proposal must meet the following minimum qualifications:

- A. The proposal must be submitted by an eligible Applicant and be consistent with the eligibility criteria.
- B. The proposal must provide all required information and supporting documentation to enable the selection committee to evaluate the proposal based on the evaluation criteria.
- C. The proposed project must, at a minimum, meet the requirements set forth in this Request for Proposal.

A list of all qualifying applications for funding will be developed and will include the score of the proposal as determined by the selection panel. The project(s) that receive the highest score (scores) will be selected for funding. DES will prepare a Grant Agreement with the selected recipient(s) for approval by the Governor and Executive council. DES reserves the right to request and review appropriate financial data to ensure the Applicant's ability to complete the proposed project.

Evaluation Criteria

Proposals that meet the minimum qualifications will be evaluated based on five criteria:

- A. Reduction in environmental emissions per program dollar invested. (30 points)
Factors to be considered include:
 - Quantifiable reductions of nitrogen oxides, volatile organic compounds and other pollutants.
- B. Petroleum offset. (20 points)
Factors to be considered include:
 - The amount of petroleum that will be offset as a result of this project.
- C. The potential for growth. (20 points)
Factors to be considered include:
 - Plans for increasing the use of AFVs and/or advanced technology vehicles within the Applicant's fleet.
 - Applicant's plan for expanding the use of the available infrastructure, through outreach to other potential users.
- D. Completeness of project plan and ability to start the project immediately (15 points)
Factors to be considered include:
 - All necessary tasks are clearly identified and defined.
 - All project partners necessary to complete the project are identified.
- E. Applicant's experience implementing AFV projects and ability to complete project by December 15, 2012. (15 points)
Factors to be considered include:
 - Proven ability to implement AFV and/or advanced technology projects.

Attachment 1. Eligible Towns within the Eight (8) Hour Ozone Non-Attainment Area

Hillsborough County:

Includes only the following towns:

Amherst
Bedford
Brookline
Goffstown
Hollis
Hudson
Litchfield
Manchester
Merrimack
Milford
Nashua
Pelham

Merrimack County:

Includes only the following town:

Hooksett

Strafford County:

Includes only the following towns:

Dover
Durham
Lee
Rochester
Rollinsford
Somersworth

Rockingham County:

Includes only the following towns:

Atkinson
Auburn
Brentwood

Rockingham County (continued)

Candia
Chester
Danville
Derry
East Kingston
Epping
Exeter
Fremont
Greenland
Hampstead
Hampton
Hampton Falls
Kensington
Kingston
Londonderry
New Castle
Newfields
Newington
Newmarket
Newton
North Hampton
Pelham
Plaistow
Portsmouth
Raymond
Rye
Salem
Sandown
Seabrook
South Hampton
Stratham
Windham

Attachment 2 -- Proposal Checklist

Proposal Title		Due Date	
Primary Contact		Title	
Company		Phone	Fax
Address	City	State	ZIP
		email	
Applicant must answer the following questions:			
Have you included one original and five (5) copies of your completed proposal and all attachments?		___ yes ___ no	
Have you included a Cover Letter including a Statement of Qualification?		___ yes ___ no	
Have you included contracts and letters of commitment from all project partners?		___ yes ___ no	
Have you included an original Certificate of Good Standing (available from the NH Secretary of State, Corporate Division)?		___ yes ___ no	
Do you accept all terms outlined in Section VIII, General Conditions, in the RFP?		___ yes ___ no	
Is other public funding either pending or awarded for the project proposed in this application for funding? (If yes, explain on separate page.)		___ yes ___ no	
Does the Applicant have any felony indictments or convictions as specified in Section E, Part 1 - Cover Letter?		___ yes ___ no	
Is all proprietary information clearly marked in the application?		___ NA ___ yes ___ no	
On what page of your proposal can these items be found?			
	page #		page #
Executive Summary	_____	Management Plan (Organizational Chart)	_____
Background	_____	Cost Summary	_____
Statement of Work	_____	Cost Sharing Chart*	_____
Timeline/Milestones & Reporting Dates	_____	*note there is a 64% required match	
Applicant's Qualifications	_____		
Authorized Signature			
I certify that the above information is accurate, and that the proposal requirements noted have been completed and are enclosed. I understand that this proposal may be disqualified if the solicitation requirements are not met. I, the undersigned, am authorized to commit my organization to this proposal.			
Signature		Name	
Title		Company Name	
Phone		Date	

NOTE: This completed form MUST be attached to the front of all copies of your proposal. Additional printing of this page may be added to application to accommodate additional company names and signatures.

ATTACHMENT 3 – ELIGIBLE COST CALCULATIONS

Example #1: Hybrid Electric Bucket Truck (amounts are estimates)

Total project costs: \$256,947

- | | | |
|---|-----------------------|------------------|
| 1. 36% of total project costs | $0.36 \times 256,947$ | \$ 92,500 |
| 2. Incremental cost of vehicle + engineering/outreach | \$97,658 | \$ 97,658 |

Amount of funding Example #1: **\$ 92,500**

Example #2: 6 Honda Civic GX Natural Gas Cars (amounts are estimates)

Total project costs: \$157,560

- | | | |
|--|-----------------------|------------------|
| 3. 36% of total project costs | $0.36 \times 157,560$ | \$ 56,721 |
| 4. Incremental cost of vehicles + engineering/outreach | \$48,968 | \$ 48,968 |

Amount of funding Example #2: **\$ 48,968**